

# Frequently Asked VFC Questions

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***1) When did the New Jersey VFC program officially start?***

New Jersey VFC program became fully operational in January 1999. There are over 2,000 physicians enrolled in the NJ VFC Program to date and vaccines are being shipped to over 1,000 provider sites.

***2) What forms do I have to complete for enrollment?***

All VFC forms can be accessed via the internet at <http://njiis.nj.gov>. You will need to complete the following forms: "Provider Enrollment" (IMM-25), "Provider Profile" (IMM-26), "Additional Enrollment for Other Providers within the Practice" (IMM-26A), and "Varicella Vaccine Storage Questionnaire" (IMM -33). Please complete all forms and return them by fax to (609) 588-7575.

The "Provider Enrollment" IMM-25 lists all the requirements for participation in the VFC program and is to be submitted at the time of enrollment and signed by a physician (the lead or chief physician or equivalent may sign for all physicians in the practice). This form is retained on file with the New Jersey Department of Health and Senior Services (NJ DHSS). All enrolling health care providers must also complete the "Provider Profile" (IMM-26). This profile which is retained by NJ DHSS, is used to determine the number of patients expected to receive immunization services and the number of patients in the provider's practice that are eligible for immunizations through the VFC program. Vaccines will be shipped to the provider site location/address listed on the profile.

***3) How do I enroll in the VFC program if I have different office locations?***

Providers are to complete a "Provider Enrollment" (IMM-25) and a "Provider Profile" (IMM-26) for each location where VFC vaccines will be stored and administered and where the patient's medical record is maintained.

***4) What if I have several physicians involved in the practice?***

One lead physician should sign the provider profile as the responsible contact. Each provider site must list all associated practice site contacts. Physicians, nurse practitioners, and residents in a group practice who will be administering state provided vaccines on the "Provider Profile" (IMM-26), or if necessary on the supplemental "Additional Enrollment for Other Providers Within the Practice."

***5) Do providers have to re-enroll in the VFC program annually?***

Yes. The "VFC Provider Profile" (IMM-26), the "Varicella Questionnaire" (IMM-33) and if necessary, the "Additional Providers Within the Practice" (IMM-26A) by practice site must be completed annually. {These forms are federally mandated}. All forms are located on the internet at [www.njiis.nj.gov](http://www.njiis.nj.gov).

***6) Are current Medicaid and FamilyCare fee for service (FFS) providers required to enroll?***

We strongly encourage these providers to enroll. On April 1, 1999, the New Jersey Medicaid Program has terminated fee for service coverage and reimbursement for vaccines available from Vaccines for Children Program for all children under 19 years of age. However, Medicaid fee for services practitioners are eligible to receive an enhanced administration fee of \$11.50 per injection, through the Medicaid Managed Care HMO's.

**7) *Will private physicians be required to enroll in Medicaid in order to participate in the VFC program?***

No, however, administration fees or office visit fees under fee-for-service Medicaid will not be paid by the Medicaid program unless the child is Medicaid enrolled and the physician is a Medicaid provider.

**8) *Once providers enroll, do they have to see children in their practice only because they are eligible for VFC?***

No, a physician is not required to accept an uninsured child into his/her practice merely because the child is eligible for immunization through the VFC program.

**9) *What children are eligible to receive VFC-provided vaccines?***

The National VFC program was created to meet the vaccination needs of children from birth through 18 years of age. Children with Medicaid, Medicaid Managed Care, NJ FamilyCare Plans, Native American, Alaskan Native, or who are uninsured are eligible to receive VFC-provided vaccines.

**10) *What about children whose insurance doesn't include vaccination as a covered benefit? Can they receive VFC vaccine?***

These children, who are considered to be underinsured by federal rules, can only receive VFC vaccine at Federally Qualified Health Centers. Recent implementation of New Jersey regulations requires most health insurance companies or plans to cover vaccine services (self insured plans and small employee group exceptions as a covered benefit for children without first meeting a deductible). If the parent of an underinsured child chooses to stay in your practice for immunization, you cannot administer free government provided VFC vaccine.

**11) *How do I order vaccines?***

New providers can order vaccine after the mandatory forms, outlined in Question #2 have been submitted, reviewed, and processed. You will receive a Provider Identification Number (PIN) used by the VFC Program to process vaccine orders. Orders may be called, faxed, or e-mailed. Telephone orders can call toll-free 1-800-589-7516. To fax an order, complete the "Vaccine Order Form" (IMM-27) and send it to (609) 588-7575. Emails should be directed to [vfc@doh.state.nj.us](mailto:vfc@doh.state.nj.us). Orders submitted by fax or e-mail will require confirmation of the order over the telephone.

**12) *How will the vaccines be distributed to my office?***

Upon receipt of all mandatory enrollment forms and after processing of the vaccine order forms with the proper Provider Identification Number (PIN), all vaccines will be shipped from a privately contracted warehouse within 5 business days by an express courier service. Delivery days are Monday, Tuesday, and Wednesday.

**13) *Will I be able to choose a specific manufacturer's vaccine?***

Yes. NJ offers vaccine manufacturer choice for most vaccines.

**14) *Will I be paid for administration of VFC-available vaccines for my patients enrolled in the New Jersey Care 2000 or FamilyCare managed health care programs?***

Fees for administration of VFC-available vaccines are determined by each State-participating HMO. The State's HMO capitation fee for enrolled New Jersey Family Care beneficiaries will

include the enhanced administration fee allowance of \$11.50 per administered vaccine for services provided on or after January 1, 1999.

***15) Do I have to use the vaccine information statements (VIS)?***

Yes. Under the National Vaccine Injury Compensation Act, all private and public sector providers administering vaccines are required to give the appropriate VIS forms to the parent/patient each time before a vaccine is administered. Photocopying and printing of these forms are permitted but they cannot be modified. They may be accessed on the web at: [www.immunize.org/vis](http://www.immunize.org/vis). More information regarding the medical practitioner's legal responsibility under this federal law can be accessed at [www.cdc.gov/vaers](http://www.cdc.gov/vaers).

***16) Can VFC providers charge an office visit and administration fee for uninsured children eligible for VFC vaccine?***

Yes. Your office visit fees can continue. The VFC Program only provides you with free vaccine. Practitioners are not required to deliver medical services to uninsured patients who cannot pay in order to maintain their VFC-provider status. You may charge an administration fee for an uninsured patient who is VFC eligible up to the \$16.34 federal cap for administration fees. However, if the patient you choose to serve is unable to pay the office or administration fee, he/she may not be denied the VFC vaccine. In order to receive Medicaid reimbursement for administration of VFC vaccine to Medicaid and NJ FamilyCare eligible children, you must be a Medicaid provider, enrolled in the VFC Program, and submit a properly completed New Jersey Medicaid claim form. Fee-for-service (FFS) reimbursement for administration will be \$11.50 per injection.

***17) Since underinsured children and insured children are not covered under VFC, can I still obtain vaccine privately?***

You will need to order vaccine privately as you have in past for these children. It is recommended that vaccine which is privately purchased be separated in a refrigerator away from the VFC vaccine. Accurate vaccine logs containing specific lot numbers should be kept to differentiate government provided vaccine from privately purchased vaccine and will ensure accurate accountability of the VFC purchased vaccine.

***18) Are children who have deductibles or co-payments considered uninsured?***

Children who have any commercial insurance or non-government subsidized policies or plans requiring deductibles and co-payments are considered to be insured and thus are not federally eligible for free VFC vaccines.

***19) What is the purpose of the Eligibility/Vaccine Encounter Record forms IMM-28)?***

This one form fulfills two primary purposes. Federal law requires that a VFC eligibility screening form must be kept in the patient's medical record. The federal government also requires that states develop a vaccine accountability plan or system to ensure appropriate and non-fraudulent use of federally funded vaccines. These forms are to be batched and submitted monthly to the NJDHSS for processing. No new orders will be accepted or processed for delivery until there is a record of encounter/eligibility forms having been submitted.

**20) Where do I send my completed Eligibility/Vaccine Encounter Record forms (IMM-28)?**

Mail the eligibility/vaccine encounter forms to:

New Jersey Department of Health and Senior Services

Vaccine Preventable Disease Program

PO Box 369

Trenton NJ 08625